

VA VOCATIONAL REHABILITATION & EMPLOYMENT - CHAPTER 31 TRANSFER STUDENT

- Contact your VA Vocational Rehabilitation counselor to have your case transferred. Upon receipt of your case file, you must make an appointment to see your new VA Vocational Rehabilitation counselor. The VA Vocational Rehabilitation counselor will send the VA form 28-1905 (authorization) to the school.

APSU Office of Veterans Affairs' Requirements

- Provide a photocopy of your DD214 (*member 4 copy*)
- Read and submit the [Certificate of Understanding](#)
- Complete the APSU Office of Veterans Affairs' Online Orientation at <http://www.apsu.edu/vaoffice/orientation.htm>
- Must complete the [Certification Request Form](#) (CRF) once registered. If attending the Fort Campbell Center may complete the CRF as soon as the appropriate terms class schedule is published.
- Must obtain a [Prior Credit Evaluation](#) by an approved VA Academic Advisor (*pamphlet with a list of approved advisors is enclosed*).
 - a. Undergraduates may have up to two terms to get the Prior Credit Evaluation completed.
 - b. Graduate students must submit their Prior Credit Evaluation/Program of Study at the end of their first term.
- Return all documents to:
 - a. Main Campus – Ellington Building Room 135, **or**
 - b. Ft Campbell – Education Center, Room 137

Remember it may take the U.S. Department of Veterans Affairs up to 30 to 60 days to process a VA claim (application).

